DOCUMENT RESUME

ED 221 254 JC 820 455

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TITLE	Indian Hills Community College Vocational Outreach Program: Business/Industry and Indian Hills...Partners in Progress.
INSTITUTION	Indian Hills Community Coll., Ottumwa, Iowa.
SPONS AGENCY	Iowa State Dept. of Public Instruction, Des Moines.
PUB DATE	16 Sep 82
NOTE	32p.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Community Colleges; *Educational Needs; *Employer Attitudes; Employment Projections; Employment Qualifications; Job Training; Needs Assessment; *Personnel Evaluation; Program Evaluation; Questionnaires; School Business Relationship; Two Year Colleges; Vocational Education; Vocational Followup

ABSTRACT

Structured interviews were conducted by selected vocational education instructors at Indian Hills Community College (IHCC) to determine current and projected employment and training needs of private-sector businesses with 200 employees or less and to assess opinions of IHCC programs. Employers were asked to provide information on the number of employees, their years of prior experience, hiring plans, opportunities for women, actual and preferred educational background of new hires, types of job-entry tests, interest in and familiarity with IHCC programs, perceptions toward IHCC graduates, average length of employment, and need for in-service training. Additional questions focused specifically on data processing, secretarial/clerical, welding, diesel and auto mechanics, and drafting fields. Study findings, based on 458 interviews conducted at 266 firms, included the following: (1) 75% of the employers were "somewhat familiar" or "not familiar" with IHCC offerings; (2) 66% reported that their employees had 3 years experience or less when hired; (3) of the businesses employing IHCC graduates, 74.4% rated their training as good to excellent, and 80.5% felt IHCC trainees required less on-the-job training; and (4) 53% preferred to hire employees with postsecondary vocational training. The study report discusses outcomes and limitations and offers recommendations for implementing similar studies. The survey instrument, study time tables, and other related material are appended. (KL)

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INDIAN HILLS COMMUNITY COLLEGE VOCATIONAL OUTREACH PROGRAM

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Business/Industry And Indian Hills . . . . . Partners in Progress

STEPHEN M. POORT
and
TOM WILLIAMSON

September 16, 1982

VC 820 455

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VOCATIONAL OUTREACH PROGRAM

COORDINATOR'S REPORT

INTRODUCTION

The Indian Hills Community College, Vocational Outreach Program, originated from the Governor's 1% Linkage monies under special project funding through the Office for Planning and Programming. The "Linkage" was between the local C.E.T.A. Prime Sponsor and Indian Hills Community College with both entities sharing the resulting information. It was felt that the performance of this study could best be facilitated by using the merged area school as the vehicle for its conduct, since the college represented the largest concentration of vocational emphases within Merged Area XV. Ultimate responsibility for monitoring grant administration rests with the State Department of Public Instruction. The Vocational Outreach Program recognized the need for accurate and current labor market information as well as the necessity for a field assessment of selected Indian Hills Community College vocational curriculae with strong participation from small private sector employers.

PURPOSE OF STUDY

Indian Hills Community College is dedicated to the continued improvement of its programs and offerings. It was with such a mandate that the following goals and objectives were established for this project:

(1) Provide outreach and assessment on a minimum of 200 small (200 or less employees) private sector employers within Merged Area XV;

(2) Summarize employment and training needs on a current and projected basis;

(3) Supply Indian Hills Community College and other interested community colleges, human service agencies and community schools with current and projected labor market facts;

(4) Provide Indian Hills Community College with meaningful employer feedback, assessment, and evaluation of Indian Hills Community College curriculum and trainees/graduates; and,

(5) Enhance employer relationships, communication and awareness of Indian Hills Community College programs and trainees/graduates.

CONDUCT OF STUDY

A structured questionnaire (Appendix A) was devised for use during employer interviews to record employer data. College vocational instructors involved in the study and department chairpersons were involved in questionnaire development (Appendix B). The completed questionnaire was then automated and the results shared with interested persons at Indian Hills, community school districts, pertinent human service agencies, other community colleges, employers involved in the Vocational Outreach Program study, and various state agencies. Although the grant called for a minimum of 200 small private sector employer contacts, 266 different private sector employers were visited by selected Indian Hills instructors from the following programs: Secretarial/Clerical, Electronics Technology, Computer Maintenance, Computer Programming, Auto Body Repair, Auto Mechanics, Diesel Mechanics, Farm Mechanics, Parts Counterperson, Machinist, Machine Operator, Welding, Drafting, Sheetmetal, Medical Records Technology, Radiologic Technology and Building Trades. Thirty different Indian Hills instructors were involved in the project constituting a valuable staff development exercise on their parts, with all instructors well received by area employers. A total of 458 questionnaires were completed during employer interviews with some firms visited by several instructors representing various programs.

Individual employers were targeted for visits utilizing the following criteria:

(1) Size;

(2) Distance;

(3) Employment of workers within those occupations being surveyed;

(4) Employment of Indian Hills graduates or trainees; and,

(5) Potential to hire future students.

Particular attention was given small (2-20 employees) companies that might otherwise be overlooked in lieu of the traditionally desirable larger firms, many of which remain in a layoff status.

Criteria for choosing those vocational programs to be surveyed were:

(1) Involve those programs that have a need for and would benefit from employer feedback on instructional techniques, curriculum, etc; and,

(2) Select those Indian Hills vocational programs that may benefit from enhanced employer awareness.

The questionnaire data was programmed in such a fashion that all college course offerings could be surveyed and automated should a future need arise. All courses offered throughout the area community college system in the state of Iowa are written into the computer program so that other community colleges may conduct research similar to that conducted in this project for the cost of reproducing the computer program.

Weekly progress reports were kept for the duration of the project, (Appendix C), and a timetable was constructed illustrating the developmental phases of the project (Appendix D). All Chamber of Commerce offices in Area XV were contacted and introduced to this study. News releases (Appendix E) were delivered to appropriate media in towns canvassed through the Vocational Outreach Program.

To assess employer needs for in-service training, employer representatives were surveyed on their training requirements. The results were routed to the college Continuing Education Department. Continuing Education staff then followed up on 145 employers that expressed interest in in-service instruction by arranging for training in numerous subject areas. Selected examples were: IBM-34 operations, numerical lathe, automotive electronics and secretarial/clerical training.

Although many of the benefits of in-service training for employers contacted through Vocational Outreach have yet to be realized, various needs have indeed been fulfilled, with a follow-up report through the Continuing Education Division yet to be completed in October of this year.

LIMITATIONS

Studies are not without limitations and this one was no exception. Indian Hills staff and those employers involved with the project expressed several ideas for improvement:

(1) Since employer visits were limited to small private sector employers, a sizeable portion of the labor market was not surveyed. Had the Vocational Outreach Proposal allowed for contacts to large as well as small private sector employers perhaps a more representative sample would have been obtained;

(2) According to the 1981 Iowa Department of Job Service NES 575 Report, 33 per cent of area employees are public sector. Again, a more representative sample could have been acquired through visits to government related employers;

(3) Many instructors felt restricted by the 45 minute interview time limit. The project proposal called for a 12-month contract; if the time limit were to be increased to 18 months, employer interview time slots (Appendix F) could be expanded from 45 minutes to an hour, or hour and a half with daily interviews reduced from six to four. Such a modification would allow for plant tours and/or expanded dialogue, thus augmenting instructor/employer communication; and,

(4) High levels of unemployment and a poor economy also imposed restrictions on this study by introducing a tendency to distort labor market figures. Many employers were in a layoff status and/or had no plans for hiring additional personnel for the 12-month period following this study. Therefore, much of the acquired labor market data reflects what is hoped are temporary economic trends.

CONCLUSIONS AND SUMMARY

Numerous findings were derived through data collection and meaningful dialogue between instructors and small private sector employers. Employers were found to be extremely cooperative and interested with approximately 90 per cent indicating an interest in touring those college facilities relating

to their business/industry. It was discovered that 75 per cent of those employers visited throughout the 10-county area were only "somewhat familiar" to "not familiar" with Indian Hills vocational programs. Such a finding would point to a need for an intensified effort directed toward employer familiarization with college programs and offerings. Although 45 per cent of employers contacted anticipated no hiring over the 12-month period following the survey, 40.6 per cent stated they may hire from a minimum of one to a maximum of 20 employees during the next 12 months. Sixty-six per cent of employers surveyed reported that their employees had zero to three years experience when hired, which has significance for placement of college graduates. Seventy-two per cent of area employers specified an immediate or future need to employ cooperative education or on-the-job training students from those programs that offer a field-based component. Of the businesses that employed Indian Hills graduates, 74.4 per cent felt that the training received was good to excellent. For all programs surveyed and all employers that responded, 53.2 per cent desired vocational/technical training beyond the secondary level while 25.8 per cent preferred a high school diploma with related vocational courses. Of the businesses that employed or had employed Indian Hills graduates or trainees, 88.5 per cent felt that Indian Hills trained employees required less on-the-job training than employees without training beyond the secondary level. Included in this report is a table (Appendix G) illustrating data specific to each vocational area surveyed. Numerous other conclusions may be drawn from the results on specific occupations and counties. The automated results of this project are available upon request.

There were numerous by-products achieved through this study; namely:

(1) Project administration and instructional staff were able to assimilate and review data on current employer needs and trends;

(2) Job-seeking and on-the-job successes for Indian Hills graduates were explored;

(3) The need for new programs, course revisions, additions to existing programs, and new ways of presenting current courses were examined;

(4) Lists of potential employers for use in placement were updated;

(5) Instructors were given the opportunity to acquaint employers with Indian Hills students and programs;

(6) Many employers indicated an interest for in-service training of their present employees;

(7) Opportunities became available for various vocational programs to revitalize their advisory committees;

(8) Recruitment of sites for the Cooperative Education Program, and other programs utilizing on-the-job training were expanded;

(9) Many schools, human service agencies, employers and interested persons benefited from information disseminated; and,

(10) Data gathered through this project is expected to assist in articulation of courses between secondary and post-secondary institutions.

A project "Evaluation and Recommendations" form (Appendix H) was completed by Indian Hills vocational instructors involved in the project. The purpose of the form was to appraise the success of the project and solicit ideas for further refinement should the need arise for a similar effort in the future. Instructors felt that the major advantage of the project was the enhancement of college/employer communications and relationships. Employers involved in this project were given current information on college vocational programs relating to their businesses.

RECOMMENDATIONS

Although the opinions expressed by those involved in the project were extremely favorable, recommendations for improvement of future vocational outreach oriented programs were solicited by the project coordinator (Appendix H). Among concerns by participating instructors were:

(1) When scheduling visits to area employers, send only those faculty that teach principal courses directly relating to the trades being surveyed;

(2) Interview more employers within the selected program areas;

(3) Include more questions in the survey that are specific to the selected program areas;

(4) Allow more time for each interview;

(5) Modify the questionnaire so that particular questions do not pivot on firms employing college graduates or trainees;

(6) Consider interviewing employers of over 200 persons;

(7) Conduct the project through a Merged Area School;

(8) Develop a second computer program to analyze the sampling procedure and edit the questionnaire;

(9) Include public sector employers in the survey;

(10) Look for new trends in the labor market, such as the emerging field of robotics;

(11) Utilize advisory committee members from each Indian Hills vocational program included in the survey as advocates for the study; and,

(12) Use a stratified random sampling technique, similar to the national election results which are computer tabulated, to include all vocational programs in each of the 15 Merged Area Schools.

The Indian Hills Vocational Outreach Program was felt to be an overwhelming success, exceeding most expectations. All goals and objectives were attained. Instructors selected to visit area employers expressed positive feelings, verbally and in writing on their involvement in the project. All project participants and benefactors indicated an interest as well as need for implementation of a similar effort in the future. Survey findings will continue to be a useful instrument for program evaluation and a source of meaningful data for use in institutional planning. Should there be a need for a Vocational Outreach Program in the future, the findings obtained through the present project will serve to exhibit a useful model. Consequently, Indian Hills and other interested institutions that seek to replicate this project will have a working model as well as an identified process.

APPENDIX A

Taxonomy No. _ _ _ _ _ _ _ _ _ _
1 10

County No. __ __
11 12

Program Name _____

Interviewer/Instructor Name

_____

Name of Employer/Co. & Contact Person

_____

_____

Address _____

City _____

Phone (_ _ _) _ _ _ - _ _ _ _

VOCATIONAL OUTREACH PROGRAM QUESTIONNAIRE

Please circle only ONE response for each question.

1. HOW MANY PEOPLE DO YOU EMPLOY?

   1. 1 - 10
   2. 11 - 25
   3. 26 - 50
   4. 51 - 150
   5. over 150
   6. yourself only
   0. no response

2. HOW MANY PEOPLE DO YOU EMPLOY WITHIN THE _____ DEPARTMENT?

   1. 1 - 10
   2. 11 - 25
   3. 26 - 50
   4. 51 - 150
   5. over 150
   6. yourself only
   0. no response

3. HOW MUCH _____(department) EXPERIENCE DID THE MAJORITY OF YOUR EMPLOYEES HAVE WHEN HIRED? (i.e. Secretarial, Machine Operating, Data Processing, etc.)

   1. less than 1 year
   2. 1 - 3 yrs
   3. 4 - 7 yrs
   4. 8 - 15 yrs
   5. more than 15 years
   0. no response

4. PLEASE ESTIMATE THE TOTAL NUMBER OF EMPLOYEES YOU PLAN ON HIRING OVER THE NEXT 12-MONTH PERIOD...

   1. 1 - 2
   2. 3 - 5
   3. 6 - 10
   4. 11 - 20
   5. more than 20
   6. none
   0. no response

5. PLEASE ESTIMATE THE NUMBER OF EMPLOYEES YOU PLAN ON HIRING OVER THE NEXT 12-MONTH PERIOD, WITHIN THE _____ DEPARTMENT....

1. 1 - 2
2. 3 - 5
3. 6 - 10
4. 11 - 20
5. more than 20
6. none
0. no response

6. ARE YOU PRESENTLY IN A LAY-OFF STATUS?

1. yes
2. no
0. no response

7. DO YOU SEE A TREND FOR FEMALES TO BE HIRED INTO TRADITIONAL MALE JOBS?

1. yes
2. no
0. no response

8. WHAT IS THE HIGHEST EDUCATIONAL LEVEL OF THE MAJORITY OF YOUR EMPLOYEES WITHIN THE _____ DEPARTMENT?

1. vocational/technical training beyond high school
2. high school diploma with related vocational courses
3. Liberal Arts - 2 yrs
4. Liberal Arts - 4 yrs
5. GED or high school diploma
6. less than high school
0. no response

9. DO YOU INQUIRE ABOUT STUDENT RECORDS SUCH AS TRANSCRIPTS, GRADES, INSTRUCTOR RECOMMENDATIONS, ETC. WITHIN THE _____ DEPARTMENT?

1. yes
2. no
3. occasionally
0. no response

10. DO YOU REQUIRE _____ DEPARTMENT APPLICANTS TO COMPLETE ANY TYPE OF WRITTEN OR PERFORMANCE TEST?

1. yes
2. no
3. no response

11. WOULD YOU BE INTERESTED IN EMPLOYING A COOPERATIVE EDUCATION (OJT) STUDENT?

1. yes
2. no
3. unsure at present
0. no response

12. HOW FAMILIAR ARE YOU WITH I.H.C.C. PROGRAMS, COURSES OR FACILITIES RELATED TO YOUR BUSINESS?

1. not familiar with I.H.C.C. programs
2. not very familiar with related programs, courses or facilities
3. somewhat familiar; would like to know more
4. very familiar; no need to know more
0. no response

13. HOW FAMILIAR ARE YOU WITH THE _____ DEPARTMENT?

1. not very familiar with related programs courses or facilities
2. somewhat familiar; would like to know more
3. very familiar; no need to know more
0. no response

14. HOW MANY OF YOUR EMPLOYEES, WITHIN THE _____ DEPARTMENT, HAVE PARTICIPATED IN I.H.C.C. COURSES?

1. 1 - 3
2. 4 - 10
3. 11 - 20
4. more than 20
5. yourself only
6. none
0. no response

15. HOW WOULD YOU EVALUATE THE PREPARATION OF I.H.C.C. TRAINEES, WITHIN YOUR _____ DEPARTMENT?

1. preparation excellent; needs no further training
2. preparation good
3. preparation adequate but needs more training in specific areas
4. lacks adequate preparation
0. no response

16. WHAT LEVEL OF EDUCATION DO YOU PREFER YOUR EMPLOYEES TO HAVE, WITHIN THE _____ DEPARTMENT?

1. vocational/technical training beyond high school
2. high school diploma with related vocational courses
3. Liberal Arts - 2 yrs
4. Liberal Arts - 4 yrs
5. GED or high school diploma
6. less than a high school diploma
0. no response

17. WHAT, IF ANY, CHANGES WOULD YOU LIKE TO SEE WITHIN I.H.C.'S _____ DEPARTMENT? (circle ONE response only)

1. no change
2. more emphasis on specific skill development
3. lend more attention to general or overall subject knowledge
4. programs adequate; would prefer to further train employee yourself
5. offer more short in-service training programs in a specific skill
6. more emphasis on positive work behavior and productivity
7. more emphasis on internships or on-the-job training
0. no response

18. DO YOU FEEL THAT I.H.C.C.-TRAINED EMPLOYEES, WITHIN THE _____ DEPARTMENT....

1. require less on-the-job training than employees without training beyond high school
2. require about the same amount of on-the-job training as employees without training beyond high school
3. require more On-the-job training than employees without training
0. no response

19. WHAT IS THE AVERAGE LENGTH OF EMPLOYMENT OF YOUR _____ DEPARTMENT WORKERS?

1. less than 1 year
2. 1 - 3 yrs
3. 4 - 7 yrs
4. 8 - 15 yrs
5. more than 15 years
0. no response

20. IS THERE A PARTICULAR REASON YOU HAVE HIRED I.H.C.C. TRAINEES? (this question for employers with I.H.C.C. trainees)

1. I.H.C.C. training programs
2. instructor recommendation
3. good appearance, job-seeking skills and work record
4. other
0. no response

SPECIFIC DEPARTMENTAL QUESTIONS

I. DATA PROCESSING

1. WHAT PROGRAMMING LANGUAGES DO YOU USE?

2. WHAT EQUIPMENT DO YOU PRESENTLY UTILIZE? DO YOU PLAN TO EXPAND YOUR HARDWARE?

3. DO YOU HAVE A NEED TO HIRE PEOPLE WITH A DATA PROCESSING BACKGROUND? WHERE WILL THEY COME FROM?

4. WHAT SHOULD WE ADD TO OUR CURRICULUM?

II. SECRETARIAL/CLERICAL

1. WHAT SPECIFIC SKILLS DO YOU EXPECT I.H.C.C. SECRETARIAL/CLERICAL GRADS TO HAVE?

2. DO YOU CONTINUALLY UPDATE EQUIPMENT? IS THIS SIGNIFICANT ENOUGH TO CREATE A NEED FOR IN-SERVICE TRAINING FOR EMPLOYEES?

III. WELDING

1. WHAT KIND OF WELDING IS USED IN YOUR BUSINESS?

2. WHAT TYPES OF METAL ARE WELDED?

3. IS IT NECESSARY FOR YOUR WELDERS TO READ BLUEPRINTS? WHAT IS THE EXTENT OF YOUR USE OF BLUEPRINTS FOR WELDING?

4. DO YOUR WELDERS PERFORM THEIR OWN FABRICATION?

IV. DIESEL MECHANICS

1. WHAT TYPE OF TRUCKS DO YOU HAVE?

2. WHAT TYPE OF ENGINES DO YOU HAVE?

3. WHAT TYPE OF UNITS DO YOU PLAN TO HAVE?

4. DO YOU USE REFRIGERATED TRUCKS?

5. WHAT AREA OF KNOWLEDGE DO YOU FIND THAT IS NOT COVERED BY YOUR MECHANICS?

V. AUTO MECHANICS

1. DO YOU THINK TRAINING TO MANAGE A SHOP IS IMPORTANT?

2. DO YOU THINK AN AUTO MECHANIC SHOULD BE SPECIALIZED?

3. DO YOU HAVE ANY DRESS CODES SUCH AS LONG HAIR, CLOTHING, SAFETY GLASSES, SMOKING, CHEWING GUM, ETC.?

4. WHAT, IN THE WAY OF TOOLS, WOULD YOU EXPECT?

5. DO YOU FEEL AUTOMOTIVE REPAIRMEN NEED UPDATING PERIODICALLY AND WOULD THEY PARTICIPATE IN A COURSE IF IT WERE OFFERED?

6. WHAT DO YOU FEEL IS THE ONE THING THAT HAS KEPT YOU IN THE AUTOMOTIVE REPAIR PROFESSION?

VI. DRAFTING

1. WHAT FIELD OF DRAFTING ARE YOU INTERESTED IN?

   1. Architectural
   2. Civil
   3. Electrical
   4. Electrical/Mechanical
   5. Mechanical
   6. Piping

2. WHAT GRADE OF DRAFTER ARE YOU LOOKING FOR?

   1. Drawing Changer-Detailer
   2. Detailer-Close Supervision
   3. Detailer-Minimal Supervision
   4. Drafter-Design of simple components
   5. Drafter-Design/Checking/Liaison

3. WHAT ARE YOUR MINIMUM REQUIREMENTS FOR EACH OF THE ABOVE GRADES?

4. WHAT IS YOUR CLASSIFICATION BREAK-DOWN AND IS IT POSSIBLE TO OBTAIN A COPY OF THE JOB DESCRIPTIONS?

5. WHAT IS THE CURRENT PROGRESSION RATE? (review periods/pay increases)

6. DO YOU PROVIDE FOR ADDITIONAL DRAFTER TRAINING? (on-the-job and/or supplemental school training)

7. DO YOU HAVE A DRAFTING ROOM MANUAL, MANUFACTURING AND/OR QUALITY STANDARDS MANUAL? IF SO, WHICH?

8. DO YOU ADHERE TO NATIONAL/INTERNATIONAL STANDARDS? (completely, in part or not at all)

9. TO WHAT EXTENT DO YOUR STANDARDS INCORPORATE USAGE OF ANSI Y14.5-1973, "DIMENSIONING AND TOLERANCING"?

10. WHAT METHOD OF REPRODUCTION DO YOU USE?

    1. Photographic - surface reflection
    2. Blueprint/Blueline/Ozalid - through master drawing

11. WHAT METHODS OF DRAWING DO YOU USE?

    1. Orthographic projection
    2. Isometric
    3. Illustrative
    4. Combinations (if so, which combination)

12. DO YOU INK? IF SO, ON WHAT TYPE OF MATERIAL? (Vellum, Linen or other)

13. DO YOUR DRAFTERS, OR ANY OF OUR GRADUATE STUDENTS, HAVE DIFFICULTY MEETING YOUR REQUIREMENTS IN THE FOLLOWING AREAS?

    1. Lettering
    2. line definition
    3. application of good drafting room practice
    4. mathematical or scientific knowledge (or difficulty in application)
    5. communicative skills

14. IS KNOWLEDGE OF WORKING ENVIRONMENT AND/OR INTERFACE WITH OTHER TEAM ORGANIZATIONS IMPORTANT TO YOUR DRAFTER'S FUNCTION?

15. DO YOUR DRAFTERS, OR ANY OF OUR GRADUATE STUDENTS, HAVE DIFFICULTY IN EVALUATION OF INSTRUCTIONS OR INABILITY TO ASK PERTINENT (NECESSARY) QUESTIONS TO COMPLETE AN ASSIGNMENT?

16. HOW IMPORTANT ARE "METRICS" TO YOUR COMPANY?

17. DO OUR GRADUATE STUDENTS DO WELL IN PRESENTING AND CLOSING A JOB INTERVIEW?

GENERAL QUESTIONS

1. WHAT SPECIFIC QUALIFICATIONS DO YOU LOOK FOR WITHIN THE _____ DEPARTMENT? (Ask this question only when it is not included under 'Specific Departmental Questions')

2. WOULD YOU HAVE A NEED TO INCLUDE ANY OF YOUR STAFF IN IN-SERVICE TRAINING OR UPDATING? IN WHAT AREAS?

3. AS THE ECONOMY IMPROVES, WILL THERE BE A NEED TO ADD OR DELETE CERTAIN SKILLS OR OCCUPATIONS TO/FROM YOUR COMPANY? IF SO, WHAT SKILLS OR OCCUPATIONS?

4. IS THERE ANYTHING WE CAN DO FOR YOUR COMPANY?

1. yes
2. no
3. unsure
0. no response

IF YES, WHAT? _____

_____

_____

5. WOULD YOU BE INTERESTED IN EVALUATING AND IMPROVING I.H.C.C. PROGRAMS BY SERVING ON MY ADVISORY COMMITTEE?

1. yes
2. no
3. possibly at a later date
0. no response

6. WOULD YOU BE INTERESTED IN A PERSONAL TOUR OF I.H.C.C. CLASSES AND FACILITIES THAT RELATE TO YOUR BUSINESS?

1. yes
2. no
3. unsure
0. no response

7. DO YOU, AS AN INVOLVED EMPLOYER, WISH TO RECEIVE RESULTS OF THIS STUDY WHEN IT IS COMPLETED? (Summer, 1982)

1. yes
2. no
0. no response

APPENDIX B

TO: Instructors involved in Vocational Outreach Program
FROM: Tom Williamson, Vocational Outreach Program Coordinator, Bldg. #4
RE: INSTRUCTOR IDEAS FOR V.O.P. QUESTIONNAIRE

Please write below legibly your thoughts for questions to be included in the V.O. P. questionnaire. I would appreciate having your ideas returned to me no later than Wednesday, October 21, late afternoon. Thank you sincerely for your time and cooperation. I look forward to working with you.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

APPENDIX C *

VOCATIONAL OUTREACH PROGRAM PROGRESS REPORT

Week of October 19 - 22, 1981

I. Meeting with Chuck Lawson regarding Vocational Outreach Program employer questionnaire. The questionnaire was edited for duplicate or unnecessary questions. It was decided, after receiving several ideas from instructors about the questionnaire, that the more specific questions may need write-in responses (i.e. "What type of data processing hardware do you have?") Meeting with Curt Bloomquist to determine the implications of automating the questionnaire. Curt felt that the questionnaire, in its present format, should not present any difficulty for automation. He furthermore approved of the construction of the questions and responses. Loretta Bone expressed that data entry may be simplified by numbering responses rather than lettering them.

II. Completed timetable and long-range visitation schedule. The initial 2-month period (November and December) will entail visits to those employers associated with data processing, secretarial/clerical, bookkeeping, electronics, T.V. and appliance repair and possibly medical records technology occupations. Arrangements were made with Ken Williams to reserve a school car for employer visits. Much thought has been given to coordinating visits involving three or more instructors and only one car. No conclusions have been reached on this matter and the coordinator will remain open to suggestions. We may simply need to attempt some visits to determine possible alternatives.

III. Instructor ideas for the questionnaire were solicited and received by the coordinator and will be included in the questionnaire. Specific questions that can be automated will be placed in the body of the questionnaire. Questions too specific to be automated will be placed at the end of the questionnaire and will have write-in responses. The coordinator will interview an I.H.C.C. staff member to determine approximate length of an interview. Lower priority questions may need deletion. The questionnaire will then be ready for typing and a review by involved department chairpersons at an October 28 meeting.

IV. The Vocational Outreach Program (V.O.P.) was explained by the V.O.P. director and coordinator at the Area Planning Council (A.P.C.) meeting Thursday, October 22. The presentation was well received and questions were entertained. Many advantages of the program were realized by the A.P.C. members. A.P.C. will be informed of the progress of V.O.P.

*This report is a representative sample of the process followed on a weekly basis.

APPENDIX D

VOCATIONAL OUTREACH PROGRAM TIMETABLE

PROJECTED	GOALS/OBJECTIVES	ACTUAL
10/01/81	Initial meeting with department chairpersons. Discuss program objectives, goals and purpose. Schedule meeting with vocational instructors to discuss Vocational Outreach Program (V.O.P.) and their involvement in it.	10/01/81
10/13/81	Meeting with vocational instructors involved with V.O.P. Will solicit ideas for employer questionnaire and employer interviews. Visit about V.O.P. objectives and purpose.	10/13/81
10/12/81	Conference with Don Jellings regarding questionnaire and data processing possibilities.	10/12/81
10/28/81	Consult with involved department chairpersons about completed model questionnaire.	10/28/81
10/29/81	Deadline for completed questionnaire.	10/29/81
11/02/81	Run field test on completed questionnaire.	11/02/81
11/06/81	Begin employer interviews: Secretarial/Clerical, Medical Records, Electronics, Computer Programming, and Data Processing, Bookkeeping.	11/06/81
1/04/82	Begin employer interviews for: Auto Body, Auto and Diesel Mechanics, Parts Counterperson and Farm Machinery Mechanics.	2/05/82, Revised, due to holidays in December
3/01/82	Begin employer interviews for: Machinist/Machine Operator, Welding, Sheet Metal and Drafting.	4/02/82, Revised, due to holidays in December
5/03/82	Begin employer interviews for Building Trades and Radiologic Technology. Complete interviews for Medical Records Technology.	5/21/82, Revised, due to holidays in December & unavailability of instructors in 4/82 and 5/82
7/09/82	Complete all employer interviews.	7/09/82
8/05/82	Tours for employers and final meeting for V.O.P. instructors.	8/05/82
9/02/82	Tours for programs not covered 8/5/82	9/02/82
9/03/82	Close-out Vocational Outreach Program	9/03/82

From the Information Office
Rose Forgy, director
Indian Hills Community College

APPENDIX E

FAIRFIELD --

Nine businesses and industries in Fairfield have been contacted as the starting point for Indian Hills Community College to begin a Vocational Outreach Project.

Indian Hills will conduct the project through a $36,000 grant funded by monies from the Governor's Linkage Project under the Office of Planning and Programming. The college project is administered by the Department of Public Instruction.

A minimum of 200 businesses and industries in the 10 counties of Area 15 will be interviewed. Tom Williamson, project coordinator, said, "The purpose of the interviews is two-fold; one is to obtain updated labor market information and the other is to evaluate the training programs at Indian Hills."

Four college instructors will interview the previously contacted Fairfield businesses and industries on Friday, Nov. 6. The evaluation/survey type interview will take about 45 minutes. The interview will involve answering questions relating to selected vocational programs which correlate to that particular employer. Data from the interviews will be used to provide information about labor markets and an assessment of Indian Hills vocational programs.

The college instructors are able to conduct the interviews on Fridays since Indian Hills conducts classes on a four-day week schedule.

"Employers in the Fairfield community who wish to be interviewed but have not been contacted may set up an appointment with me," said Williamson. He may be reached at the Indian Hills campus at the Ottumwa Industrial Airport. The telephone number is 683-5125.

\+ + +

CONTACT PERSON: Tom Williamson 683-5125
Indian Hills Community College
Airport Campus Ottumwa, IA

From Rose Forgy, director
Indian Hills Community College
Public Information Office

BLOOMFIELD --

Businesses and industries in Bloomfield will be surveyed as part of the Indian Hills Community College Vocational Outreach Project.

Indian Hills will conduct the project through a $36,000 grant funded by monies from the Governor's Linkage Project under the Office of Planning and Programming. The college project is administered by the Department of Public Instruction.

A minimum of 200 businesses and industries in the 10 counties of Area 15 will be interviewed. Tom Williamson, project coordinator, said, "The purpose of the interviews is two-fold; one is to obtain updated labor market information and the other is to evaluate the training programs at Indian Hills."

Two college instructors will interview the Bloomfield businesses according to an arranged schedule on Friday, Nov. 20. The evaluation/survey type interview will take about 45 minutes. Employers will be asked to answer questions relating to selected vocational programs which correlate to that particular employer. Data from the interviews will be used to provide information about labor markets and an assessment of Indian Hills vocational programs.

The college instructors are able to conduct the interviews on Fridays since Indian Hills conducts classes on a four-day week schedule.

"Employers in the Bloomfield community who wish to be interviewed but have not been contacted may set up an appointment with me," said Williamson. He may be reached at the Indian Hills campus at the Ottumwa Industrial Airport. The telephone number is 683-5125.

CONTACT PERSON: Tom Williamson 683-5125
Indian Hills Community College
Airport Campus Ottumwa, IA

From the Information Office
Rose Forgy, director
Indian Hills Community College

OSKALOOSA -- Businesses and industries in Oskaloosa will be surveyed as part of the Indian Hills Community College Vocational Outreach Project.

Indian Hills will conduct the project through a grant funded by monies from the Governor's Linkage Project under the Office of Planning and Programming. The college project is administered by the Department of Public Instruction.

A minimum of 200 businesses and industries in the 10 counties of Area 15 will be interviewed. Tom Williamson, project coordinator, said, "The purpose of the interviews is to evaluate the training programs at Indian Hills and to obtain updated labor market information.

Two college instructors will interview the Oskaloosa businesses according to an arranged schedule. The evaluation/survey type interview will take about 45 minutes. Employers will be asked to answer questions relating to selected vocational programs which correlate to that particular employer. Data from the interviews will be used to provide information about labor markets and an assessment of Indian Hills vocational programs. Interviews will be conducted on Dec. 4 and Dec. 11 and possibly Jan. 8.

The college instructors are able to conduct the interviews on Fridays since Indian Hills conducts classes on a four-day week schedule.

"Employers in the Oskaloosa community who wish to be interviewed but have not been contacted may set up an appointment with me," said Williamson. He may be reached at the Indian Hills campus at the Ottumwa Industrial Airport. The telephone number is 683-5125.

\+ + + 12/1/81

From the Information Office
Rose Forgy, director
Indian Hills Community College

CENTERVILLE -- Businesses and industries in Centerville will be surveyed as part of the Indian Hills Community College Vocational Outreach Project.

Indian Hills will conduct the project through a grant funded by monies from the Governor's Linkage Project under the Office of Planning and Programming. The college project is administered by the Department of Public Instruction.

A minimum of 200 businesses and industries in the 10 counties of Area 15 will be interviewed. Tom Williamson, project coordinator, said, "The purpose of the interviews is to evaluate the training programs at Indian Hills and to obtain updated labor market information."

Two college instructors will interview the Centerville businesses according to an arranged schedule. The evaluation/survey type interview will take about 45 minutes. Employers will be asked to answer questions relating to selected vocational programs which correlate to that particular employer. Data from the interviews will be used to provide information about labor markets and an assessment of Indian Hills vocational programs. Interviews will be conducted Jan. 15.

The college instructors are able to hold the interviews on Fridays since Indian Hills conducts classes on a four-day week schedule.

"Employers in the Centerville community who wish to be interviewed but have not been contacted may set up an appointment with me," said Williamson. He may be reached at the Indian Hills campus at the Ottumwa Industrial Airport. The telephone number is 683-5125.

\+ + + 1/6/82

From the Information Office
Rose Forgy, director
Indian Hills Community College
Ottumwa, IA 52501

CHARITON -- Several Chariton businesses and industries will be surveyed as part of the Indian Hills Community College Vocational Outreach Project.

Indian Hills will conduct the project through a grant funded by monies from the Governor's Linkage Project under the Office of Planning and Programming. The college project is administered by the Department of Public Instruction.

A minimum of 200 businesses and industries in the 10 counties of Area 15 will be interviewed. Tom Williamson, project coordinator, said, "The purpose of the interviews is to evaluate the training programs at Indian Hills and to obtain updated labor market information."

Two college instructors will interview the Chariton businesses according to an arranged schedule. The evaluation/survey type interview will take about 45 minutes. Employers will be asked to answer questions relating to selected vocational programs which correlate to that particular employer. Data from interviews will be used to provide information about labor markets and an assessment of Indian Hills vocational programs. Interviews will be conducted on Friday, Jan. 22.

The college instructors are able to hold the interviews on Fridays since Indian Hills conducts classes on a four-day week schedule.

"Employers in the Chariton community who wish to be interviewed but have not been contacted may set up an appointment with me," said Williamson. He may be reached at the Indian Hills campus at the Ottumwa Industrial Airport. The telephone number is 683-5125.

\+ + + 1/19/82

CONTACT PERSON: Tom Williamson, IHCC, Ottumwa
683-5125

APPENDIX F

SCHEDULE FOR EMPLOYER VISITS

	8:30 - 9:15
45 minute interview;	9:40 - 10:25
25 minutes between 6 interviews	10:50 - 11:35
	1:15 - 2:00
	2:25 - 3:10
	3:35 - 4:20

45 minute interviews;	8:30 - 9:15
30 minutes between 6 interviews	9:45 - 10:30
	1:00 - 11:45
	1:15 - 2:00
	2:30 - 3:15
	3:45 - 4:30

APPENDIX G

TABLE OF DATA

PERTINENT TO SPECIFIC PROGRAMS

VOCATIONAL PROGRAM	NUMBER OF QUESTIONNAIRES COMPLETED	EMPLOYERS HIRING OVER NEXT 12 MONTHS	INTERESTED IN EMPLOYING O.J.T. TRAINEE	INTERESTED IN SERVING ON AN ADVISORY COMMITTEE
Secretarial/Clerical	93	33	36	48
Computer Programming	46	19	16	22
Electronics Technology	15	7	5	11
Computer Maintenance	15	8	3	6
Auto Mechanics	30	14	14	15
Auto Body Repair	19	11	11	13
Parts Counterperson	57	26	22	34
Agricultural Mechanics	18	10	5	11
Diesel Mechanics	24	8	13	15
Sheet Metal	17	4	6	8
Welding	15	3	6	11
Machine Operator	15	5	5	11
Machinist	16	6	6	12
Drafting	13	4	5	9
Carpentry	32	18	19	20
Med. Records Technology	9	0	5	7
Radiologic Technology	9	6	6	9
Bookkeeping	15	4	4	3

For further data, please consult automated information in Appendix H (available upon request if not included with this report).

APPENDIX H

Evaluation & Recommendations
from Instructors Involved in the
Indian Hills Vocational Outreach Program

INSTRUCTOR NAME: _____

PROGRAM TAUGHT: _____

To All V.O.P. Involved Instructors:

Your participation in the Vocational Outreach Program has been genuinely appreciated. Your input during the evolvement of V.O.P. and its implementation provided the necessary nucleus for the program to function.

I would appreciate your cooperation in the final phase of Vocational Outreach; that of evaluation and making recommendations for the improvement of such a project, should there be a need for a similar program in the future.

Please address the statements provided below by writing the number which best describes your feelings relative to the statement, in the space to the right. If you have any difficulty or reservation about the statement, answer it as best you can. Your responses should correspond to the following scale:

1 = Agree strongly
2 = Agree
3 = Neutral
4 = Disagree
5 = Disagree strongly

Upon completing the evaluation, please enter your recommendations for improvement of future V.O.P. programs in the appropriate space.

1. I.H.C.C. has benefitted from the Vocational Outreach Program (V.O.P.). ____
2. You, as an instructor, have benefitted from V.O.P. ____
3. Your program has benefitted from V.O.P. ____
4. You would make minor changes in the administration of a future V.O.P. program. ____
5. You would make major changes in the administration of a future V.O.P. program. ____
6. Employer relations have been enhanced as a result of V.O.P. ____
7. Placement potential for your students has been enhanced through V.O.P. ____
8. Your advisory committee will be 'revived' or 'refreshed' as a result of V.O.P. ____
9. Employers who have been contacted are better informed regarding I.H.C.C. programs as a result of V.O.P. ____

Instructor Evaluation & Recommendations

10. Due to V.O.P., you received feedback from employers that supports the way your program is presently conducted. _____

11. You received ideas for changes or additions to your program from V.O.P. _____

12. You recommend the use of a V.O.P. type of program in the future. _____

Recommendations for future V.O.P. related programs:

_____

_____

_____

_____

_____

_____

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024

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